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# SUMMER EXPERIENCE 85



Ontario

A source book  
outlining the Ontario  
Government's special  
summer employment  
opportunities.



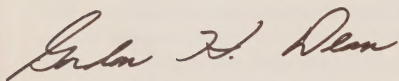
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In this International Youth Year, the Ontario Youth Secretariat is again responsible for co-ordinating the Summer Experience Program. Through this program, a variety of summer jobs in 27 Ontario Government ministries and their associated community agencies are available for young people who are returning to school in the fall.

We are pleased to announce that \$13 million has been made available to create more than 6,500 jobs under this program.

Summer Experience jobs offer you many unique opportunities to make use of the skills and interests you have acquired in school. This summer, participants will be working on a wide range of projects such as assisting researchers with energy conservation projects, working on an individual basis with disabled children, providing tourists with travel information, and working to increase public awareness of water safety. In addition, there are special projects to help celebrate International Youth Year.

We would like to wish you a very successful "Summer Experience".



Gordon H. Dean  
Provincial Secretary for  
Social Development



Phil Gillies  
Minister without Portfolio  
Responsible for Youth  
(Treasury)





# TABLE OF CONTENTS

MINISTRY	PAGE
Agriculture and Food . . . . .	3
Attorney General . . . . .	6
Citizenship and Culture . . . . .	7
Civil Service Commission . . . . .	13
Colleges and Universities . . . . .	13
Community and Social Services . . . . .	14
Consumer and Commercial Relations . . . . .	15
Correctional Services . . . . .	16
Education . . . . .	16
Energy . . . . .	17
Environment . . . . .	17
Government Services . . . . .	18
Health . . . . .	19
Intergovernmental Affairs . . . . .	23
Labour . . . . .	23
Management Board . . . . .	27
Municipal Affairs and Housing . . . . .	27
Natural Resources . . . . .	29
Northern Affairs . . . . .	31
Office of the Deputy Premier - Ontario Women's Directorate . . . . .	34
Revenue . . . . .	34
Secretariat for Resources Development . . . . .	35
Secretariat for Social Development . . . . .	35
Solicitor General . . . . .	38
Tourism and Recreation . . . . .	38
Transportation and Communications . . . . .	44
Treasury and Economics . . . . .	44

AVIS: Cette brochure d'information est aussi disponible en français.  
Si vous desirez en recevoir une, Contactez 1-800-263-7777.

## INTRODUCTION:

The Summer Experience Program was initiated in 1973 as part of the Ontario Government's plan to provide summer employment for young people.

This year, the Summer Experience Program has been designed to offer a variety of jobs for young people who are returning to school in the fall. These jobs with 27 Ontario government ministries and other agencies are designed to provide a background of experience as a basis for important career decisions. In addition, Summer Experience jobs offer you the opportunity to make a valuable contribution by providing services which benefit your community.

Each year applications received are in excess of the number of jobs available so you are advised to seek other employment opportunities in addition to Experience '85.

Summer Experience brochures and application forms have been distributed to all college and university placement offices, secondary schools, and Canada Employment Centres in Ontario. Additional brochures can be obtained by calling the Ontario Youth Opportunities Information Centre, toll-free at 1-800-263-7777.

Application forms are not included with this brochure. If forms are not on display, ask your counsellor or placement officer. You may also apply on any standard application form and photocopies are acceptable. Please include the four digit Experience '85 project number at the top of your application.

## HOW TO APPLY

1. Read each project description carefully to be sure you have the necessary knowledge, skills and interests.
2. Wherever possible, apply to projects operating in your home area. Unless otherwise noted, no project pays travel allowances, room or board.
3. Fill out a separate application form for each project to which you are applying. Make photocopies of the blank application if required.
4. Be sure you indicate the correct 4-digit project number on each application.

5. Mail your application directly to the address indicated at the end of each project description. In some cases you will be advised to contact the Ontario Government Ministry or agency office nearest to you. You can find the exact address under "Government of Ontario" in your local telephone directory; or you can enquire at any nearby government office for the appropriate address.
6. Complete the tear-off portion on the bottom of the application form. This will ensure that receipt of your application is acknowledged. Please DO NOT send your completed application to the Ontario Youth Secretariat as this will only cause delay.

## **RATES OF PAY**

Summer Experience '85 positions pay the Provincial minimum wage.

- A. Students under 18 years of age - \$3.15 per hour.
- B. Students 18 years of age or over - \$4.00 per hour.

## **APPLICATION DEADLINES**

Unless otherwise noted in project descriptions, the application deadline is April 30, 1985.

## **ELIGIBILITY**

The Summer Experience '85 positions described in this brochure are open to students returning to school in the fall, who are eligible to work in Canada, who have reached the age of 15 and have not yet reached the age of 25 by April 1, 1985.

## **FOR MORE INFORMATION**

If you need more information about the Summer Experience Program or any other youth employment program call the Ontario Youth Opportunities Information Centre, toll-free, at 1-800-263-7777.



## MINISTRY OF AGRICULTURE AND FOOD

### Project 0101

Up to 33 Positions

Young people will assist in the development of the Ontario Agricultural Museum and in its daily operations. The variety of positions available include agricultural and historical interpretation, artifact conservation, clerical duties, maintenance and farm operations.

**Location:** Milton.

**Requirements:** Students should have an interest and/or experience in Ontario's agricultural history, historical interpretation, and the general operation of a museum as well as a desire to communicate with the public.

**Period of Employment:** 8 to 16 weeks.

**Applications and Information:**

Ontario Agricultural Museum,

Attention: Tony Price

P.O. Box 38,

Milton, Ontario, L9T 2Y3

### Project 0102

Up to 25 Positions

Project participants will aid in the development of pest-management programs for horticultural and field crops. They will collect weather and pest data during the growing season from selected orchards and fields.

**Location:** Bowmanville, Bradford, Clarksburg, Delhi, Harrow, Kemptville, London, Milton, Picton, Simcoe, Smithfield, Stratford, Vineland, Woodstock.

**Requirements:** Post-secondary students with valid driver's licences.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Ministry of Agriculture and Food,

Plant Industry Branch,

Attention: Wayne Roberts,

Guelph Agriculture Centre,

P.O. Box 1030,

Guelph, Ontario, N1H 6N1

### Project 0105

Up to 18 Positions

Interested agriculturalists will assist with the development and evaluation of crop production and technology by helping to conduct studies concerned with plant nutrition and pest control. Participants will also be involved with the study of species improvement through the planting of crops, application of herbicides and the collection, recording and analysis of performance data.

**Location:** Guelph, Huron Park, Kemptville, New Liskeard, and Ridgetown.

**Requirements:** Young people with a sincere interest in agriculture, land use planning and environmental biology.

**Period of Employment:** 8 to 16 weeks.

**Applications and Information:**

Apply to the Agricultural College nearest you:

Centralia College of Agricultural Technology, Huron Park.

Kemptville College of Agricultural Technology, Kemptville.

New Liskeard College of Agricultural Technology, New Liskeard.

Ridgetown College of Agricultural Technology, Ridgetown.

Guelph Agriculture Centre, Guelph.

**Project 0107****2 Positions**

Designed to offer on the job training in the field of laboratory technology, this project provides opportunities for young people to assist with the study of organic pesticides in food. Participants will work closely with chemists and technicians in the extraction and purification of organic pesticides.

**Location:** Guelph.

**Requirements:** Post-secondary students with a background in biology.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Provincial Pesticide Residue Testing Lab,

Attention: Dr. H. E. Braun,

University of Guelph,

Guelph, Ontario, N1G 2W1

**Project 0108****6 Positions**

Veterinary students will assist in the technical aspects of veterinary diagnostic laboratory procedures.

**Location:** 6 laboratories - Brighton, Guelph, Huron Park, Kemptville, New Liskeard and Ridgetown.

**Requirements:** Veterinary students, preferably second year or higher.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Ministry of Agriculture and Food,

Veterinary Lab. Services Branch,

Attention: Dr. J.N. Henry, Director,

Guelph Agriculture Centre,

P.O. Box 1030,

Guelph, Ontario, N1H 6N1

**Project 0110****Up to 5 Positions**

Through this horticultural research project, students will assist with the development of new production methods for a wide range of fruits, vegetables, ornamentals, greenhouse crops and mushrooms. Other research projects include produce storage, processed product development, breeding and evaluation of new varieties and evaluation of herbicides. Participants will be involved in crop management operations, harvesting and recording of data.

**Location:** Kettleby (Bradford), Simcoe and Vineland Station.

**Requirements:** Post-secondary students with an interest in horticultural research.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Ontario Ministry of Agriculture and Food,

Attention: F.C. Eady,

Horticultural Research Institute of Ontario,

Vineland Station, Ontario, L0R 2E0



**Project 0111****Up to 8 Positions**

Interested young people will assist in the development and evaluation of animal production. They will work with beef and dairy cattle, swine and poultry. Participants will be involved in the care and feeding of animals, clinical studies and the collection and tabulation of data.

**Location:** Guelph, Kemptville, New Lisheard, Ridgetown.

**Requirements:** Post-secondary students with a sincere interest in animal science, economics, biomedical science, land use and agriculture.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Apply to the Agricultural College nearest you:

Kemptonville College of Agricultural Technology, Kemptonville.

New Lisheard College of Agricultural Technology, New Lisheard.

Ridgetown College of Agricultural Technology, Ridgetown.

Guelph Agriculture Centre, Guelph.

**Project 0112****Up to 190 Positions**

This project is designed to provide a special opportunity for young people from urban centres to gain practical farm experience. The participants live and work on a farm for a nine week period during the summer. In addition to room and board, participants receive a daily training allowance.

**Location:** Throughout Ontario.

**Requirements:** Students under the age of 18 with no previous farm background.

**Period of Employment:** 9 weeks.

**Applications and Information:**

Junior Agriculturalist Project,  
Rural Organization and Services Branch,  
Ministry of Agriculture and Food,  
P.O. Box 1030,  
Guelph, Ontario, N1H 6N1

**Project 0113****Up to 5 Positions**

Participants will call on grocery retailers across the Province to familiarize store managers with the Foodland Ontario program and to distribute promotional materials.

**Location:** Throughout Ontario.

**Requirements:** Post-secondary students.

**Period of Employment:** Up to 13 weeks.

**Applications and Information:**

Ministry of Agriculture and Food,  
Market Development Branch,  
Attention: Gary Gander,  
801 Bay Street, 2nd Floor,  
Toronto, Ontario, M7A 1A6

**Project 0114****Up to 200 Positions**

This project provides the opportunity for crews of four young people to assist area farmers during peak work periods in the summer. Harvesting, a variety of general farm labour and special clean-up projects will allow participants to gain agricultural skills.

**Location:** Throughout Ontario.

**Requirements:** Young persons with an interest in farming. Agricultural skills are a definite asset.

**Period of Employment:** Up to 8 weeks.

**Applications and Information:**

Agricrew,  
Ministry of Agriculture and Food,  
Rural Organization and Services Branch,  
P.O. Box 1030,  
Guelph, Ontario, N1H 6N1

## MINISTRY OF THE ATTORNEY GENERAL

### Project 0202

**Up to 58 Positions**

This project provides young people with an insight into contemporary social problems arising from the operations of the Provincial Court (Family Division). Under the supervision of local Family Division Judges, participants will be involved in: sociological and legal research in family law and related social problems; observation of and participation in the provision of services to the Court; and the evaluation and assessment of programs and agencies used by the Court.

**Location:** Algoma, Cochrane S., Essex, Frontenac, Grey-Bruce, Wellington, Hamilton-Wentworth, Hastings, Kent Lambton, Middlesex, Niagara South, Ottawa-Carleton, Peel, Prescott-Russell, Rainy River, Renfrew, Simcoe, Thunder Bay, Waterloo, York, Etobicoke, Scarborough, Willowdale.

**Requirements:** Law, social work and para-legal students with the capacity to work independently and a desire to improve research and writing skills.

**Period of Employment:** Up to 12 weeks.

**Applications and Information:**

Project 0202,  
Office of the Chief Judge,  
Provincial Court (Family Division),  
Suite 2306, 700 Bay Street,  
Toronto, Ontario, M5G 1Z6

### Project 0205

**Up to 27 Positions**

This project will provide an opportunity for students to participate in legal research and/or trial preparation. Participants will observe and study the delivery of services by the local Crown Attorney, prepare legal briefs and opinions, interview witnesses, police officers and members of the public, participate in the administration of services and prepare statistical material related to the operations of these offices.

**Location:** Algoma, Durham, Elgin, Essex, Frontenac, Halton, Hamilton, Lambton, Middlesex, Nipissing, Ottawa, Peel, Renfrew, Simcoe, Stormont, Dundas & Glengarry, Sudbury, Thunder Bay, Waterloo, Toronto and York Region.

**Requirements:** Law students.

**Period of Employment:** Up to 13 weeks.

**Applications and Information:**

Summer Employment Coordinator,  
Ministry of the Attorney General,  
Human Resources,  
14th Floor, 18 King Street East,  
Toronto, Ontario, M5C 1C5

**Project 0211****Up to 50 Positions**

Participants will be assigned to various judicial and court offices within the Ministry of the Attorney General. They will perform various clerical and administrative duties: data collection and analysis for computer input, statistical and graphical analysis, implementing new filing systems, and accounting and auditing. Some of the offices involved are: Supreme Court of Ontario, Office of the Official Guardian, Courts Administration, Law Library and Metro Toronto Forensic Science.

**Location:** Metropolitan Toronto and throughout Ontario.

**Requirements:** Participants should possess excellent analytical and organizational skills, good written and oral communication skills, clerical and statistical abilities. Typing an asset.

**Period of Employment:** 12 weeks

**Applications and Information:**

Project 0211

Summer Employment Coordinator,  
Ministry of the Attorney General,  
Human Resources,  
14th Floor, 18 King Street East,  
Toronto, Ontario, M5C 1C5

**Project 0214****Up to 9 Positions**

Participants will undertake specialized legal research, prepare briefs and reports and assist in the preparation of legal documents in various legal offices of the Ministry of the Attorney General, including Constitutional Law and Official Guardian's Offices, and the Public Complaints Commission.

**Location:** Toronto.

**Requirements:** First or second year law students.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Project 0214,

Summer Employment Coordinator,  
Ministry of the Attorney General,  
14th Floor, 18 King Street East,  
Toronto, Ontario, M5C 1C5

**MINISTRY OF CITIZENSHIP AND CULTURE****Project 0702****Up to 30 Positions**

A number of positions will be available to provide administrative, clerical and research related duties in several branches. Positions will be available in the following branches: Communications and Marketing, Personnel, Management Systems and Services, Policy Planning, Grants Management and Project Planning, Arts, Resource Centre, Multiculturalism and Citizenship.

**Location:** Toronto

**Requirements:** Applicants are to indicate on the top right hand corner of their application which of the above stated program areas they wish their application to be considered for.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Coordinator, Youth Employment Program  
Ministry of Citizenship and Culture  
4th Floor, 77 Bloor Street West  
Toronto, Ontario, M7A 2R9



**Project 0703****Up to 30 Positions**

Participants will work in projects and learn skills useful in heritage conservation and related careers. Jobs include archaeological field work, lab analysis, architectural investigation, natural heritage research, easement monitoring, documentary research, public information, data processing, mapping, drawing, photography, report writing and clerical/stenographic support.

**Location:** Kenora, London, Ottawa, Sault Ste. Marie, Thunder Bay and Toronto.

**Requirements:** Applicants should have good communication skills and aptitudes related to the jobs listed. Training in library science would be useful for documentary research.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Heritage Branch

Ministry of Citizenship and Culture

2nd Floor, 77 Bloor Street West

Toronto, Ontario, M7A 2R9

**Project 0708****Up to 4 Positions**

Students will work under the direct supervision of a professional archivist within various sections of the Archives i.e. Private Manuscripts Section, Government Records Section, Picture Collection, Map Collection, Audio-Visual Collection, Photographer's Studio. Participants will perform such duties as boxing and listing records, making descriptive cards, preparing records for microfilming, listing and cataloguing old photographs and maps, assisting in the reproduction of photographs and generally assisting the Ministry staff.

**Location:** Toronto

**Requirements:** An interest in Canadian history.

**Period of Employment:** Up to 11 weeks.

**Applications and Information:**

Summer Experience '85

Archives of Ontario

77 Grenville Street

Toronto, Ontario, M7A 2R9

**Project 0709****Up to 7 Positions**

McMichael Canadian Collection - Positions available involve collections research, educational program research, preparation and conservation techniques, communications and marketing, and assisting the professional staff in the workings of a major art institution.

**Location:** Kleinburg

**Requirements:** Young people with experience in museum studies, art history or conservation techniques. Own transportation is required as local accomodation is not provided.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

The McMichael Canadian Collection

Islington Avenue

Kleinburg, Ontario, L0J 1C0

**Project 0710****Up to 11 Positions**

Ontario Science Centre - Opportunities exist to perform demonstrations, explain exhibits, conduct workshops and to provide support services such as exhibit maintenance and general office duties.

**Location:** Toronto

**Requirements:** Post-secondary and secondary school students. Knowledge/interest/skills in many branches of science. University/college students clearly specify which science courses have been completed.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Ontario Science Centre

Personnel Department

770 Don Mills Road

Don Mills, Ontario, M3C 1T3

**Project 0711****Up to 7 Positions**

Participants will have an opportunity to work with the professional staff of the Royal Botanical Gardens in the areas of horticulture, interpretation and research, graphics design, library work, information guides, visitor information and clerical work.

**Location:** Hamilton-Burlington

**Requirements:** A background in the life sciences. Visitor information guides must be fluent in English, French and one other language.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Royal Botanical Gardens

P.O. Box 99

Hamilton, Ontario, L8N 3H8

**Project 0712****Up to 9 Positions**

Art Gallery of Ontario - A variety of positions are available involving research, educational, technical and professional services related to the workings of a major art institution.

**Location:** Toronto

**Requirements:** Secondary students with an interest in administrative and library activities. Post-secondary students with background/experience in fine arts, studio techniques, library science, photography, administration or work with children.

**Period of Employment:** Secondary - Up to 10 weeks. Post-secondary - up to 13 weeks.

**Applications and Information:**

Summer Experience '85 Project Coordinator

Art Gallery of Ontario

317 Dundas Street West

Toronto, Ontario, M5T 1G4

**Project 0713****Up to 124 Positions**

Short-term positions are available through the Ontario Arts Council for students to work with professional Ontario artists or arts organizations in a technical, performance, or administrative capacity. Included are positions in dance, film, photography, literature, music, theatre, visual arts, arts education, Franco-Ontarian cultural affairs and community professional arts development.

**Location:** Throughout Ontario.

**Requirements:** Students in post-secondary or senior secondary education with an interest in any of the above arts fields, business or arts administration.

**Period of Employment:** Up to 13 weeks.

**Applications and Information:**

Clearly define your field of interest in the arts (one of those listed above) and identify your longer-term career objectives.

Attach a resume to the application form and mail to:

Experience '85

Ontario Arts Council,

151 Bloor Street West, Suite 500

Toronto, Ontario, M5S 1T6

**Project 0714**

**Up to 12 Positions**

Royal Ontario Museum - Summer staff are required to assist with laboratory and clerical work, cataloguing, library research, technical activities, field collecting, specimen identification, gallery maintenance, cleaning artifacts and education programs.

**Location:** Toronto

**Requirements:** Education in life sciences or arts. Interest in computer training. Typing an asset.

**Period of Employment:** Up to 14 weeks

**Applications and Information:**

Summer Experience '85

Royal Ontario Museum

Personnel Dept.

100 Queen's Park

Toronto, Ontario, M5S 2C6

**Project 0715**

**Up to 9 Positions**

T.V. Ontario will feature opportunities in the field of educational telecommunications.

Participants may be involved in one of the following T.V. Ontario departments:

Utilization/Client Services, Legal and Contract Services, Telecommunications, Project Research, Marketing, Maintenance, or Educational Telematics.

**Location:** Toronto.

**Requirements:** Anyone developing a career through studies in Radio and Television Arts, Communication Technologies, Education, Business Administration, Computer Applications, Sociology, Research and Journalism will be especially interested.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

T.V. Ontario,

Personnel Resources,

P.O. Box 200, Station Q,

Toronto, Ontario, M4T 2T1

**Project 0718**

**Up to 7 Positions**

A variety of positions are available to assist the staff of the Newcomer Services Branch in the provision and support of settlement services for immigrants and refugees. Activities include: multilingual information and referral, teaching English as a second language to adults, a preschool program for children whose parents are learning English, library services for ESL teachers and other immigrant-service providers, grants administration, materials distribution.



**Location:** Toronto

**Requirements:** Secondary and post-secondary students preferred. For some positions students should have experience/interest in teaching and Early Childhood Education. Vary according to position but applicants should have an interest in immigrants and refugees.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Experience '85

Newcomer Services Branch

Ministry of Citizenship and Culture

5th Floor, 77 Bloor Street West

Toronto, Ontario, M7A 2R9

### **Project 0720**

**Up to 128 Positions**

This project offers summer employment for Native students to gain practical work experience, thus improving job skills and/or job experience to assist in career planning. You will be working with government agencies and Native organizations in a variety of jobs.

**Location:** Throughout Ontario.

**Requirements:** Native students.

**Period of Employment:** Up to 12 weeks.

**Applications and Information:**

Native Community Branch

Experience '85 Coordinators

Northeast -

390 Bay St., 3rd Floor

Sault Ste. Marie, Ontario, P6A 1X2

Northwest -

1825 East Arthur Street

Thunder Bay, Ontario, P7E 5N7

South -

77 Bloor St. W., 5th Floor

Toronto, Ontario

### **Project 0721**

**Up to 12 Positions**

Participants will develop special library programs for children and youth through the Ontario Regional Library Service. They will assist the Provincial library coordinators in areas of French language services, services to disabled people, and native people to identify gaps in library service and collect data for distribution to local libraries. Two positions will also be available to assist ministry libraries and community information branch staff in a variety of projects.

**Location:** Hamilton, Kirkland Lake, Kitchener, Sudbury, Thunder Bay, Toronto and Windsor.

**Requirements:** Post-secondary students studying library science or library techniques. Some knowledge of and/or interest in library services to Francophone population, native people, multicultural society and disabled people. Bilingual or other languages would be a definite asset.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Libraries and Community Information Branch

Ministry of Citizenship & Culture

5th Floor, 77 Bloor St. W.,

Toronto, Ontario, M7A 2R9

**Project 0722****Up to 11 Positions**

Participants will act as hosts at Science North. They will be tour guides and also demonstrate scientific apparatus to visitors.

**Location:** Sudbury.

**Requirements:** Secondary students with superior communication skills, enthusiastic personality and interest in science.

**Period of Employment:** Up to 12 weeks.

**Applications and Information:**

J. Marchbank, Director of Admin. & Development  
Science North  
100 Ramsay Lake Road  
Sudbury, Ontario, P3E 5S9

**Project 0723A****1 Position**

The participant will work with the Association of Community Information Centres in Ontario to develop resources for training staff in Ontario's provincially funded community services. The youth will develop administrative procedures, manuals and forms, prepare marketing and public relations and resource materials with an emphasis on informing youth about services.

**Location:** Guelph

**Requirements:** Post-secondary student enrolled in Business Administration, Journalism, Communications, Graphic Arts or Media.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Executive Director  
Association of Community Information Centres in Ontario  
89 Wyndham St. North, 2nd Floor  
Guelph, Ontario, N1H 4E9

**Project 0723B****1 Position**

The participant will provide assistance to the Ontario Libraries Association in background research and methods necessary to the development of new initiatives including: International Youth Year and Library Week.

**Location:** Toronto

**Requirements:** Post-secondary student preferably involved in library programs. Strong interpersonal, research and analytical skills.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Executive Director  
Ontario Library Association  
73 Richmond Street West, Suite #402  
Toronto, Ontario, M5H 1Z4

**Project 0724****2 Positions**

Participants will assist the professional staff of 2 Heritage organizations: The Nature Conservancy of Canada and The Federation of Ontario Naturalists. Activities include: research and acquisition, conference preparation and assisting in a land owner contact programs.

**Location:** Toronto

**Requirements:** Post-secondary students. Experience/education in Geography, Biology and Environmental studies with some background in research.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Natural Heritage Coordinator  
Ministry of Citizenship and Culture  
2nd Floor, 77 Bloor St. W.  
Toronto, Ontario, M7A 2R9

**CIVIL SERVICE COMMISSION****Project 3100****1 Position**

The participant will be preparing, organizing and distributing promotional material regarding the Ontario government employees federated health campaign and Red Cross blood donor clinics; liaising and assisting campaign volunteers by photocopying, reconciling receipts, handling cash and cheques, banking, reception, answering enquiries.

**Location:** Toronto

**Requirements:** Incumbent will have direct supervision - no preferred skills required.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Eileen Perry,  
Manager, Employee Volunteer Programs  
Frost Building South, 3rd Floor  
Toronto, Ontario, M7A 1Z5

**MINISTRY OF COLLEGES AND UNIVERSITIES****Project 0322****Up to 135 Positions**

This project offers Native secondary school students an opportunity to work with academic and administrative departments of various universities and colleges in Ontario. The project is intended to provide an orientation to the campus environment and encourage Native secondary school graduates to continue their education.

**Location:** In previous years, the project has been offered at post-secondary institutions in Brockville, Cornwall, Hamilton, Kingston, Lindsay, London, Moosonee, North Bay, Ottawa, Peterborough, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins, Toronto and Windsor. While locations for Summer Experience '85 have not yet been confirmed, it is likely that many of the institutions in these centres will participate.

**Requirements:** 16 post-secondary students as campus coordinators and and 119 secondary school students. All students must be non-registered Indians, Metis or Registered Indians.

**Period of Employment:** Campus coordinators - 16 weeks. Secondary school students - 8 weeks.

**Applications and Information:**

Summer Experience '85, Project 0322  
Attention: Libby Richmond  
Ministry of Colleges and Universities,  
P.O. Box 2200,  
Postal Station "P",  
Toronto, Ontario, M5S 2T8



## MINISTRY OF COMMUNITY AND SOCIAL SERVICES

### Project 0401

**Up to 275 Positions**

Positions are available to provide Service to the clients of the Ministry and its funded agencies. Participants will receive work experience in programs and services for children and their families, senior citizens, persons in financial need, and disabled persons (those with physical, emotional or intellectual disabilities). The majority of the employment opportunities involve direct service to our clients.

**Location:** Positions will be available throughout the province where the following facilities exist: Children's Mental Health Centres, Day Nurseries, Children's Aid Societies, Mental Retardation Facilities, Observation and Detention Homes, Training Schools, Probation and Aftercare offices, Homes for the Aged, Sheltered Workshops and Ministry Area Offices.

**Requirements:** This program is designed for students who are planning a career in the social services field.

**Period of Employment:** Up to 12 weeks.

**Applications and Information:** Youth Applications, clearly indicating preferred geographical location, should be sent to the nearest Ministry of Community and Social Services area office, or to:

Ministry of Community and Social Services  
Coordinator, Youth Employment Programs  
Human Resources Branch  
5th Floor, Hepburn Block  
Queen's Park  
Toronto, Ontario, M7A 1E9

Note: Agencies that wish to participate should contact their Ministry area offices.

### Project 0402

**Up to 81 Positions**

Students will work on a one-to-one basis with children who have the double loss of vision and hearing to ensure that deaf-blind people have the same opportunities as other people to learn, enjoy and participate in their communities.

**Location:** Throughout Ontario.

**Requirements:** An aptitude for working with handicapped children.

**Period of Employment:** Up to 12 weeks, including training days.

**Applications and Information:**

Summer Experience '85,  
Deaf-Blind Services, CNIB,  
Central & Northern Ontario,  
1929 Bayview Avenue,  
Toronto, Ontario, M4G 3E8

### Project 0403

**Up to 60 Positions**

This project is designed for physically handicapped students who may require special supports in the work place. Participants will assist in providing services to the clients of the Ministry of Community and Social Services.

**Location:** Positions will be available throughout the province where the following facilities exist: Children's Mental Health Centres, Day Nurseries, Children's Aid Societies, Mental Retardation Facilities, Observation and Detention Homes, Training Schools, Probation and Aftercare offices, Homes for the Aged, Sheltered Workshops, and Ministry Area Offices.

**Requirements:** Physically handicapped students who are having difficulty obtaining summer employment.

**Period of Employment:** Up to 12 weeks.

**Applications and Information:**

Applications, clearly indicating preferred geographical location, should be sent to:

Ministry of Community and Social Services  
Co-ordinator, Youth Employment Programs  
Human Resources Branch  
5th Floor, Hepburn Block  
Queen's Park  
Toronto, Ontario, M7A 1E9

Note: Funded Agencies should contact their Ministry area offices.

## **MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS**

### **Project 0502**

### **Up to 20 Positions**

Working for the Ministry's Consumer Information Centre, participants will help to develop and/or conduct community consumer education programs in designated regions of Ontario. These programs will be operated in cooperation with community service agencies.

**Location:** Kingston, Kitchener/Waterloo, Sault Ste. Marie, Windsor.

**Requirements:** Individuals with a consumer studies or related academic background. Prior community programming experience, communications skills and French are definite assets. Note: some travel will be necessary.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Consumer Education Officer,  
Ministry of Consumer and Commercial Relations,  
555 Yonge Street, Main Floor,  
Toronto, Ontario, M7A 2H6

### **Project 0503**

### **1 Position**

The student will assist the section managers and policy analysts in carrying out policy analysis on a range of consumer and commercial issues. The position will involve research, analysis of policy submissions and preparation of reports. The student may also be involved in the coordination and preparation of briefing books for the annual Ministry Policy Conference and the annual Intergovernmental Minister's Conference.

**Location:** Toronto

**Requirements:** Post-secondary student with a background in Economics, Political or Social Sciences or equivalent. Good verbal and written communication skills.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Ms. Arija Roze, Staffing Officer  
Ministry of Consumer and Commercial Relations  
Personnel Branch  
10 Wellesley Street East, 7th Floor  
Toronto, Ontario, M7A 2J3

**Project 0504****1 Position**

The participant will work in the Minister's office assisting the secretary with various clerical duties and typing.

**Location:** Toronto

**Requirements:** Post-secondary student with a background in Political Science. Some office experience with good communication skills required. Typing is an asset.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Ms. Arija Roze, Staffing Officer

Ministry of Consumer and Commercial Relations

Personnel Branch

10 Wellesley St. East, 7th Floor

Toronto, Ontario, M7A 2J3

**MINISTRY OF CORRECTIONAL SERVICES****Project 0601****Up to 85 Positions**

Participants will have opportunities to learn about the provincial correctional system by working as probation case aides, assistant correctional officers or recreation assistants in the ministry's operations division. Some participants will assist with the delivery of various administrative services in the ministry's main office, in such areas as personnel, client information, finance, and library services.

**Location:** Various probation and parole offices and correctional institutions throughout Ontario, and the ministry's main office, Scarborough.

**Requirements:** Secondary and post secondary students with an interest in correctional work. Some positions require knowledge of office procedures. Positions involving direct client service will be filled by young people 18 years of age or older.

**Period of Employment:** Up to 12 weeks.

**Applications and Information:**

Applications, clearly indicating preferred geographical location and type of employment should be mailed to:

Summer Experience '85

Ministry of Correctional Services,

Personnel Branch,

2001 Eglinton Avenue East,

Scarborough, Ontario, M1L 4P1

**MINISTRY OF EDUCATION****Project 0801****Up to 240 Positions**

Operated in cooperation with local school boards, this project involves a wide variety of educational projects such as: student assistants for programs working with children with learning disabilities, second or minority language development, tutoring in special subjects, developing educational multi-media resource kits and many other types of educational projects.

**Location:** With various school boards throughout Ontario. When applying specify preferred school board.

**Requirements:** Secondary and post-secondary students. Will vary according to individual Board projects but with the emphasis on secondary.



**Period of Employment:** Secondary students - up to 8 weeks, post-secondary students up to 16 weeks.

**Applications and Information:**

Ministry of Education,  
P.O. Box 2201,  
Postal Station "P",  
Toronto, Ontario, M5S 2T8

## MINISTRY OF ENERGY

### Project 0901

**Up to 46 Positions**

- A. Positions will be available in projects dealing with design problems and analytical studies of energy conservation, supply and public awareness. Projects will be chosen from among the proposals submitted by universities and colleges.
- B. Summer assistant positions will also be available with research teams operating in Ontario universities and colleges. The intention of this arrangement is to provide promising students with a summer learning opportunity in an ongoing energy-related research and development project.

Hiring for all of the above positions will be done by the Project Directors at the participating institutions. All participants will be required to submit interim and final project reports to the Ministry of Energy.

**Location:** Throughout Ontario.

**Requirements:** Vary from project to project. In general this work would be suitable for social science or science students. Research and writing skills would be an asset.

**Period of Employment:** Up to 13 weeks.

**Applications and Information:**

Students should contact faculty members to determine whether summer projects are being proposed or if a summer assistant position will be available. The Student Placement Office of each college and university will be informed in late April of the description and location of all positions. Students may then submit applications to the placement office. Applications should not be directed to the Ministry.

## MINISTRY OF THE ENVIRONMENT

### Project 1001

**Up to 91 Positions**

Students will provide support to professional engineers and scientific staff in assessing complex industrial processes. They will assist the engineers in monitoring and evaluating sanitary collection and treatment facilities and will assist in developing portable water distribution and treatment systems. Students will be given the opportunity to learn about and use scientific instruments. Some clerical and computer tech. positions available.

**Location:** Throughout Ontario.

**Requirements:** Post-secondary students with a background in science, engineering or environmental studies.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Apply to the Regional Office nearest you:  
Project 1001  
Ministry of the Environment  
Human Resources Branch  
135 St. Clair Avenue West  
6th Floor  
Toronto, Ontario, M4V 1P5

NORTHEASTERN REGION  
Sudbury Regional Office  
11th Floor, 199 Larch Street  
Sudbury, Ontario  
P3E 5P9

NORTHWESTERN REGION  
Thunder Bay Regional Office  
P.O. Box 5000, 3rd Floor  
3rd Floor, 435 James St. S.  
Thunder Bay, Ontario  
P7C 5G8

SOUTHEASTERN REGION  
Kingston Regional Office  
P.O. Box 820  
133 Dalton Avenue  
Kingston, Ontario  
K7L 4X6

SOUTHWESTERN REGION  
London Regional Office  
985 Adelaide St. South  
London, Ontario  
N7E 1V3

WEST CENTRAL REGION  
Hamilton Regional Office  
P.O. Box 2112  
12th Floor, 119 King St. W.  
Hamilton, Ontario  
L8N 3Z9

**Project 1002****Up to 9 positions**

To conduct and promote environmental studies and activities in schools, children's camps, provincial parks and conservation areas across Ontario.

**Location:** Toronto based with travel across province.

**Requirements:** 2nd year University Environmental Studies, Biology or Natural Sciences. At least two and preferably 4 of the crew must be fluently bilingual in order to conduct environmental programs in French.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

M.E. Cheetham, Coordinator, Public Affairs  
Communications Branch  
Ministry of the Environment  
135 St. Clair Ave West, 6th Floor  
Toronto, Ontario, M4V 1P5

**MINISTRY OF GOVERNMENT SERVICES****Project 2601****4 Positions**

This project offers a wide range of positions in various branches of the Ministry. Activities will vary with each position and may include clerical support in a public information and customer service environment, special projects related to rehabilitation counselling, administrative assistance in the area of employee benefits and data services, updating and formatting client information on a computer database, or working with the Art Curator of the Ontario Government Art collection.

**Location:** Toronto

**Requirements:** Persons at least 16 years of age with majority of positions for those 18 and over. Secondary or post-secondary education is required.

**Period of Employment:** Up to 14 weeks

**Applications and Information:**

Mrs. Mercedes Jensen, Recruitment Officer  
Ministry of Government Services  
8th Floor, Ferguson Block  
Queen's Park  
Toronto, Ontario, M7A 1N3

**Project 2602****2 Positions**

This project provides an opportunity for the participants to provide clerical support in a public information and customer service environment.

**Location:** 1 position in Ottawa (bilingual), 1 position in Toronto

**Requirements:** Persons at least 16 years of age with majority of positions for those 18 and over. Secondary or post-secondary education is required.

**Period of Employment:** Up to 14 weeks

**Applications and Information:**

Mrs. Mercedes Jensen, Recruitment Officer  
Ministry of Government Services  
8th Floor, Ferguson Block  
Queen's Park  
Toronto, Ontario, M7A 1N3

**Project 2603****2 Positions**

This project provides an opportunity for participants to provide assistance in the preparation of tender documents and updating data on current equipment and system inventories.

**Location:** London

**Requirements:** Secondary or post-secondary education is required. Drafting skills would be an asset.

**Period of Employment:** Up to 14 weeks

**Applications and Information:**

Mrs. Mercedes Jensen, Recruitment Officer  
Ministry of Government Services  
8th Floor, Ferguson Block  
Queen's Park  
Toronto, Ontario, M7A 1N3

**MINISTRY OF HEALTH****Project 1102****Up to 100 positions**

This project offers interested secondary and post-secondary students an opportunity to work in one of the Provincial Psychiatric Hospitals, motivating better patient participation in social, recreational and therapeutic activities. Jobs are also available in research, administrative and service areas.

**Location:** Psychiatric hospitals throughout Ontario.

**Requirements:** Secondary and post-secondary students interested in mental health care.

**Period of Employment:** Up to 14 weeks.



### **Applications and Information:**

To the Provincial Psychiatric Hospital nearest you:

Regional Personnel Administrator  
Brockville Psychiatric Hospital,  
P.O. Box 1050, Prescott Road  
Brockville, Ontario  
K6V 5W7

Regional Personnel Administrator  
Kingston Psychiatric Hospital  
P.O. Box 603  
Kingston, Ontario  
K7L 4X3

Regional Personnel Administrator  
London Psychiatric Hospital  
P.O. Box 2532  
London, Ontario  
N6A 4H1

Regional Personnel Administrator  
Mental Health Centre-Penetanguishene  
P.O. Box 698  
Penetanguishene, Ontario  
L0K 1P0

Regional Personnel Administrator  
St. Thomas Psychiatric Hospital  
P.O. Box 2004  
St. Thomas, Ontario  
N5P 3V9

Regional Personnel Administrator  
Hamilton Psychiatric Hospital,  
P.O. Box 585  
Hamilton, Ontario  
L8N 3K7

Regional Personnel Administrator  
Lakehead Psychiatric Hospital  
P.O. Box 2930  
Thunder Bay, Ontario  
P7B 5G4

Regional Personnel Administrator  
North Bay Psychiatric Hospital  
850 Highbury Ave, Box 3010  
North Bay, Ontario  
PID 8L1

Regional Personnel Administrator  
Queen St. Mental Health Centre  
1001 Queen St. West  
Toronto, Ontario  
M6J 1H4

Regional Personnel Administrator  
Whitby Psychiatric Hospital  
P.O. Box 613  
Whitby, Ontario  
LIN 5S9

### **Project 1105**

Working at public health laboratories, participants will gain practical laboratory experience in various aspects of public health microbiology. Participants will assist technical and professional staff in isolating, enumerating and identifying microorganisms from medical and environmental specimens.

**Location:** 13 laboratories - see list below.

**Requirements:** Post-secondary students with a science background.

**Period of Employment:** Up to 12 weeks.

### **Applications and Information:**

To the laboratory nearest you:

Dr. N. H. Duncan, Director  
Central Public Health Laboratory  
81 Resources Road (Islington & 401)  
Box 9000, Terminal "A"  
Toronto, Ontario  
M5W 1R5

Mr. J.S. Thompson, Director  
Peterborough Public Health Laboratory  
1341 Dobbin Avenue  
Box 265  
Peterborough, Ontario  
K9J 6Y8

### **Up to 30 Positions**

Dr. E.A. Belle, Director  
Hamilton Public Health Laboratory  
250 Fennell Avenue West  
Box 2100  
Hamilton, Ontario  
L8N 3R5

Dr. T.P. Subrahmanyam, Director  
Kingston Public Health Laboratory  
181 Barrie St., Box 240  
Kingston, Ontario  
K7L 4V8

Dr. R.S. Maharajah, Director  
London Public Health Laboratory  
850 Highbury Ave  
Box 5704, Terminal A  
London, Ontario  
N6A 4L6

Mr. N.C. Irvine, Director  
Orillia Public Health Laboratory  
750 Memorial Avenue  
Box 600  
Orillia, Ontario  
L3V 6K5

Dr. S. Kasatiya, Director  
Ottawa Public Health Laboratory  
Box 6301, Station "J"  
Ottawa, Ontario, K2A 1S8

Mr. H.D.C. Mallory, Director  
Palmerston Public Health Laboratory  
Highway #23, Box 700  
Palmerston, Ontario, N0G 2P0

Dr. J. Otero, Director  
Sault Ste. Marie Public Health Laboratory  
160 McDougall Street  
Box 220  
Sault Ste. Marie, Ontario  
P6A 5L6

Dr. F.R. Ball, Director  
Thunder Bay Public Health Laboratory  
336 South Syndicate Ave,  
Box 1100, Station F  
Thunder Bay, Ontario  
P7C 4X9

Mr. F.E. Cahoon, Director  
Timmins Public Health Laboratory  
67 Wilson Ave  
Timmins, Ontario  
P4N 2S5

(Satellite of Timmins Laboratory)  
Mrs. F. Bidal,  
Technician-in-Charge  
1300 Paris Crescent  
Sudbury, Ontario  
P3E 3A3

Mr. N.R. Paul, Director  
Windsor Public Health Laboratory  
3400 Huron Church Road  
Box 1616  
Windsor, Ontario, N9A 6S2

## **Project IIII**

Participants will assist in the Finance and Accounting Branch. One position involves review of an automated system for processing OHIP Premium Revenue. The other job involves conducting time studies to establish the feasibility of automating manual functions.

**Location:** Kingston

**Requirements:** Post-secondary students with analytical ability and accounting background.

**Period of Employment:** Up to 16 weeks

**Applications and Information:**

Ministry of Health

Human Resources Branch

2nd Floor, 49 Place d'Armes

Kingston, Ontario, K7L 5J3

## **2 Positions**

### Project 1112

### 5 Positions

A variety of positions in Ministry branches:

- A. - assist with human resources planning and staff development programs
- B. - process medical claim cards from physicians
- C. - data collection in Health Insurance Division
- D. - assist with analytical projects in Financial Control Unit
- E. - a student with graphic arts skills to help develop a visual communications strategy

**Location:** A - Toronto, B - Sudbury, C,D & E - Kingston  
**Requirements:** Senior secondary or post-secondary students, Position E requires knowledge of graphic art techniques and application.

#### Applications and Information:

A) Henry Pant  
Human Resources Branch  
Ministry of Health  
11th Floor, Hepburn Block  
Queen's Park  
Toronto, Ontario, M7A 2C4

B) Mrs. D. Peters  
OHIP  
Ministry of Health  
199 Larch St., 8th Floor  
Sudbury, Ontario, P3E 5R1

C) T.A. Grant  
Operations Branch  
Ministry of Health  
P.O. Box 48  
Kingston, Ontario, K7L 5J3

D) R.S. Peacock  
Financial Control Unit  
Ministry of Health  
P.O. Box 48  
Kingston, Ontario, K7L 5J3

E) Jacquelin Heath  
Enrolment Services Branch  
Ministry of Health  
P.O. Box 48  
Kingston, Ontario, K7L 5J3

### Project 1113

### 2 Positions

The project is designed to provide language stimulation for preschool language-delayed children. Participants under the supervision of a speech and language specialist, will plan and implement group therapy programs to meet the specific language needs of the children involved in the group. Some travel is involved.

**Location:** Bracebridge and Parry Sound.

**Requirements:** Completion of at least one year of study in a Communicative Disorders program.

**Period of Employment:** Up to 12 weeks.

#### Applications and Information:

Carolyn Miller, Coordinator  
Communication Development Program  
Muskoka-Perry Sound Health Unit  
P.O. Box 1019  
Bracebridge, Ontario, P0B 1C0



**Project 1114****2 Positions**

As activities supervisors for the psychiatrically disabled living in the community, participants will be trained in program supervision in recreation and social activities. Duties will include planning programs, teaching social and life skills, making contacts in the community and record keeping.

**Location:** Kitchener

**Requirements:** Post-secondary students interested in working with the psychiatrically disabled.

**Period of Employment:** 13 weeks.

**Applications and Information:**

Nancy Suits

Victoria House

c/o Canadian Mental Health Assoc., Waterloo Region

179 King St. S.

Waterloo, Ontario, N2J 1P7

**MINISTRY OF INTERGOVERNMENTAL AFFAIRS****Project 2402****2 Positions**

Two research positions are available for students with a demonstrated knowledge of, and interest in international matters. Duties will include researching and coordinating information and carrying out tasks to assist branch members in serving the government's international needs.

**Location:** Toronto

**Requirements:** Applicants should have a demonstrated knowledge of international matters normally gained through 3 or more years of post-secondary education. A knowledge of French would be an asset.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Chris Tonna

Special Staffing Coordinator

Personnel Branch

Ministry of Treasury and Economics

1075 Bay Street, 4th Floor

Toronto, Ontario, M5S 2B1

**MINISTRY OF LABOUR****Project 1401****Up to 33 Positions**

Thirty participants will be placed in the Personnel functions of organizations across the province in order to gain practical experience in the area. They will be involved in a variety of activities such as recruitment, labour relations, job evaluation, etc. All participants will attend an orientation session before beginning their program with their sponsors. Three students will be placed in Manpower Planning and Forecasting functions of organizations in Toronto to gain practical experience in that area. Duties will include research and statistical activities.

**Location:** Throughout Ontario and Toronto

**Requirements:** University and community college students in Business Administration or Social Sciences with a demonstrated interest in the Personnel field.

For Manpower Planning positions, senior university students with an academic background and a demonstrated interest in Labour, Economics, Manpower Planning or Labour Market analysis.

**Period of Employment:** Up to 13 weeks

**Applications and Information:**

Coordinator, Youth Programs

Personnel Branch

Ministry of Labour

400 University Ave, 2nd Floor

Toronto, Ontario, M7A 1T7

Students must include with applications:

1. List of academic courses noting those relevant to Personnel Manpower Planning.
2. One page statement of career goals.
3. List of projects/papers related to Personnel or Manpower Planning.

**Project 1402**

**Up to 13 Positions**

Participants will work under the direction of regional Human Rights Officers carrying out a program of outreach field interviews and in-office research in the area of human rights.

**Location:** Throughout Ontario.

**Requirements:** Post-secondary students, with a social science background and a demonstrated interest in or experience with, volunteer or community groups in the area of human rights. Good interpersonal skills, tact and judgement are essential. Report writing and analytical skills are required. Familiarity with Human Rights legislation is an asset. Clerical support: Participants with office skills are required to support the program.

**Period of Employment:** Up to 15 weeks.

**Applications and Information:**

Ministry of Labour,

Personnel Branch,

2nd Floor, 400 University Avenue,

Toronto, Ontario, M7A 1T7

**Project 1406**

**Up to 10 Positions**

Young people will dispense information on the Employment Standards Legislation to employers on a direct contact basis. They will provide employers with answers to basic questions on all standards under the Legislation and complete questionnaires showing the names and addresses of employers called on. One position is supervisory.

**Location:** Toronto

**Requirements:** Must be 18 years of age or over and enjoy dealing with the public. Must be available for the entire project duration.

**Period of Employment:** Up to 14 weeks

**Applications and Information:**

Coordinator, Youth Programs

Personnel Branch

Ministry of Labour

2nd Floor, 400 University Avenue

Toronto, Ontario, M7A 1T7

**Project I410****4 Positions**

Students will be placed in industry to learn about, and assist with, occupational health and safety programs. Participants will work with the Safety Director or Plant Manager who has responsibility for these activities.

**Location:** Hamilton, Metro Toronto and Windsor

**Requirements:** Third year technical students in university or community college with some understanding of machines and processes.

**Period of Employment:** Up to 15 weeks.

**Applications and Information:**

Coordinator, Youth Programs

Personnel Branch

Ministry of Labour,

2nd Floor, 400 University Avenue,

Toronto, Ontario, M7A 1T7

**Project I411****Up to 26 Positions**

This project will give students work experience in projects related to the employment of handicapped persons, by working on specific projects developed and sponsored by:

- A) Employers - to assist in developing positive personnel practices to improve employment opportunities for disabled job-seekers;
- B) Labour Councils/Unions - to stimulate local union awareness through developing union counsellor training programs, researching collective agreements, etc;
- C) Community Colleges, Universities and Student/Local Placement Services - to provide employment information and placement assistance to disabled job-seekers;
- D) Municipalities - to develop employment opportunities in municipal organizations;
- E) Professional Associations, Social Agencies, Disabled Consumer Groups - to stimulate research into various employment issues which arise in the inter-involvement between the associations/agencies/groups and the disabled job-seekers;
- F) Ministry of Labour - (Handicapped Employment Program) - to continue development and research of resource materials, and support community development initiatives.

**Location:** Projects located throughout Ontario.

**Requirements:** Post-secondary students. STUDENTS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Co-ordinator, Youth Programs

Personnel Branch

Ministry of Labour

400 University Ave, 2nd Floor

Toronto, Ontario, M7A 1T7

**Project I413****5 Positions**

Students are placed in newspaper offices, radio and television stations as well as communication departments of corporations and labour organizations where they will work with reporters and communications professionals.

By being involved with researching, writing and editing, students will gain valuable first-hand experience in the complex field of labour news reporting and communications.



**Location:** Kingston, Ottawa, and Toronto.

**Requirements:** Post-secondary students, preferably in Journalism/Radio and Television Arts with a demonstrated interest in labour reporting.

**Period of Employment:** Up to 13 weeks.

**Applications and Information:**

Coordinator, Youth Programs  
Personnel Branch  
Ministry of Labour,  
2nd Floor, 400 University Avenue,  
Toronto, Ontario, M7A 1T7

**Project 1416**

**Up to 87 Positions**

Participants will be placed with sponsors including shops, offices, industries and community/social agencies in Metro Toronto. The participants will be working at their first full-time job and will develop skills to assist them in their future employment.

**Location:** Metro Toronto.

**Requirements:** Residents of Jane-Finch, Regent Park, Birchmount-Finch, Peanut Plaza and Parkdale areas are encouraged to apply. A desire to acquire job skills is necessary.

**Period of Employment:** 8 weeks

**Applications and Information:**

Coordinator, Youth Programs  
Personnel Branch  
Ministry of Labour  
2nd Floor, 400 University Avenue,  
Toronto, Ontario, M7A 1T7

**Project 1417**

**Up to 20 Positions**

Young people will work with the Metropolitan Toronto Police in the area of crime prevention that is relevant to the particular district of their employment (Marine Watch, Apartment Watch, bicycle registration).

**Location:** Metropolitan Toronto. Preference will be given to applicants from high need areas.

**Requirements:** Participants - under 18 with an interest in working with the police and with the community. Team Leaders - over 18 with the above interests plus proven leadership skills.

**Period of Employment:** Team Leaders 13 weeks, Participants 8 weeks.

**Applications and Information:**

Co-ordinator, Youth Programs  
Personnel Branch  
Ministry of Labour  
2nd Floor, 400 University Avenue,  
Toronto, Ontario, M7A 1T7

**Project 1418**

**Up to 21 Positions**

In this International Youth Year project students will work with the Metropolitan Toronto Police in the community service area conducting crime prevention seminars for senior citizens. They will also do follow-up visits to carry out other programs which will assist seniors.

**Location:** Metropolitan Toronto.

**Requirements:** Team Leaders – post secondary students with leadership skills and experience in dealing with community groups. Participants – post secondary or secondary students with a background in drama, public speaking or public relations and a desire to do community service work. Program Assistant – post secondary student with coordinating and clerical skills and some public speaking or drama experience.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Coordinator, Youth Programs  
Personnel Branch  
Ministry of Labour  
2nd Floor, 400 University Avenue  
Toronto, Ontario, M7A 1T7

**Project 1419**

**Up to 5 Positions**

This is an affirmative action project for women in the non-traditional field of construction safety. After orientation to the Occupational Health & Safety Act 1979 participants will do simple inspections and accompany experienced inspectors to complex construction sites for field work.

**Location:** Throughout Ontario.

**Requirements:** Women who are or who will be enrolled in a construction orientated educational course at community college or trade school level. This might also include women workers employed as apprentices within the construction industry structure.

**Period of Employment:** Up to 15 weeks.

**Applications and Information:**

Coordinator, Youth Programs  
Personnel Branch  
Ministry of Labour  
2nd Floor, 400 University Avenue  
Toronto, Ontario, M7A 1T7

**MANAGEMENT BOARD OF CABINET**

**Project 1501**

**2 Positions**

Staff support analyst positions are available in the Program and Estimate Division. The participants will be involved in a variety of projects dealing with government expenditures.

**Location:** Toronto.

**Requirements:** A background in computer science with business/accounting or economics courses. Must have experience with TSO programming and use of a full screen editor. Programming experience using micro software packages such as LOTUS 1-2-3, Wordstar, and PC-IFPS is desirable.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

B.A. Dornbusch  
Expenditure Policy Officer  
Program and Estimate Division,  
6th Floor, Frost Building South,  
Queen's Park,  
Toronto, Ontario.  
M7A 1Z6

## MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

### Project 1201

**Up to 148 Positions**

Run in cooperation with the Ontario Housing Corporation, this project gives students the opportunity to develop their own leadership potential and that of others; through on-the-job training and the development of recreational opportunities for children, youth and adults residing in various Ontario Housing projects throughout the province.

**Location:** Ontario Housing projects in Metropolitan Toronto and in selected centres throughout the province.

**Requirements:** Secondary School students.

**Period of Employment:** Up to 11 weeks.

#### **Applications and Information:**

##### In Metro Toronto:

Recreation Coordinator,  
Metro Toronto Housing Authority,  
1320 Yonge Street,  
Toronto, Ontario  
M4T 2W4

##### Outside Metro Toronto:

Provincial Housing Authorities  
nearest you or contact:  
Recreation Coordinator,  
Ontario Housing Corporation,  
2nd Floor, 777 Bay Street,  
Toronto, Ontario.  
M5G 2E5

### Project 1204

**Up to 102 Positions**

Participants will be hired by co-sponsoring agencies such as Business Improvement Areas and municipalities to assist with community renewal and downtown promotion projects. The projects will involve a wide range of activities such as architecture, landscaping, marketing and promotion, streetscape maintenance and design, consumer research, organizing community events, urban planning and association administration.

**Location:** Throughout Ontario.

**Requirements:** Interest in community improvement and downtown promotion. Will vary depending upon the nature of local projects. Participating agencies should be contacted for this information.

**Period of Employment:** Up to 16 weeks.

#### **Applications and Information:**

Co-sponsoring agencies are responsible for hiring and positions will be advertised locally. Applications will also be accepted at the address below. A list of projects will be available in April. Contact:

Experience '85

Community Renewal Branch,  
Ministry of Municipal Affairs and Housing,  
13th Floor, 777 Bay Street,  
Toronto, Ontario, M5G 2E5

**Note:** Organizations that wish to apply for funding should contact the Community Renewal Branch.

### Project 1205

**1 Position**

The participant will work with policy advisors in the Local Government branch and will assist in conducting research, preparing reports, writing discussion papers and drafting correspondence for the provision of services in municipalities, organization of municipalities, municipal legislation, local boards and commissions and public participation.

**Location:** Toronto

**Requirements:** Students of political science, law, public administration, urban studies or a related discipline.

**Period of Employment:** Up to 14 weeks

**Applications and Information:**

Experience '85

Local Government Organization Branch

Ministry of Municipal Affairs & Housing

777 Bay Street, 11th Floor

Toronto, Ontario, M5G 2E5

## MINISTRY OF NATURAL RESOURCES

### Project 1601

**Up to 250 Positions**

Operated in cooperation with the 39 Conservation Authorities across the province, the program is a combined working and learning experience in conservation and resources management. Program activities include: conservation area and municipal park development, streambank and erosion control work, fisheries habitat improvement, forest management, resources inventories, community relations program development. Participants will gain insight into the daily operation and maintenance of a Conservation Authority through manual, clerical, technical and supervisory work experiences.

**Location:** In any of the 39 Conservation Authorities throughout Ontario.

**Requirements:** Secondary and post-secondary students.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Send applications to the Conservation Authority nearest you:

Ausable Bayfield,

Box 459

175 Thames Rd. W.

Exeter, Ontario, N0M 1S0

Hamilton Region

Box 99

838 Mineral Springs Rd.

Ancaster, Ontario, L9G 3L3

Catarqui Region

R.R. #1

Glenburnie, Ontario, K0H 1S0

Kawartha Region

Box 819

Fenelon Falls, Ontario, K0M 1N0

Central Lake Ontario

1650 Dundas Street East

Whitby, Ontario, L1N 2K8

Kettle Creek

R.R. #8

St. Thomas, Ontario, N5P 3T3

Credit Valley

Meadowdale, Ontario

L0J 1K0

Lakehead Region

1136 Oliver Road

Thunder Bay, Ontario, P7B 5J9

Crowe Valley

Box 416

Marmora, Ontario, K0K 2M0

Long Point Region

Box 525

Simcoe, Ontario, N3Y 4N5

Essex Region

360 Fairview Avenue W.

Essex, Ontario, N8M 1Y6

Lower Thames Valley

100 Thames Street

Chatham, Ontario, N7L 2Y8



Ganaraska Region  
Box 328, 56 Queen Street  
Port Hope, Ontario, L1A 3W4

Grand River  
Box 729, 400 Clyde Road  
Cambridge, Ontario, N1R 5W6

Halton Region  
310 Main Street  
Milton, Ontario, L9T 1P4

Metropolitan Toronto and Region  
5 Shoreham Drive  
Downsview, Ontario, M3N 1S4

Mississippi Valley  
Box 268  
Lanark, Ontario, K0G 1K0

Moira River  
217 North Front Street  
Belleville, Ontario, K8P 3C3

Napanee Region  
25 Ontario St. W.  
Napanee, Ontario, K7R 3S6

Niagara Peninsula  
Centre Street  
Allenburg, Ontario, L0S 1A0

Nickel District,  
West Tower, Civic Centre Square  
200 Brady Street  
Sudbury, Ontario, P3E 5K3

North Bay Mattawa  
Box 1215, 348 Fraser St.  
North Bay, Ontario, P1B 3W7

North Grey  
Box 759  
Owen Sound, Ontario, N4K 5W9

Nottawasaga Valley  
R.R. #1  
Angus, Ontario, L0M 1B0

Otonabee Region  
727 Lansdowne St. W.  
Peterborough, Ontario, K9J 1Z2

For further information:  
Ms. S. Court  
Youth Programs Coordinator  
Room #5, Whitney Block  
Queen's Park  
Toronto, Ontario, M7A 1W3

Lower Trent Region  
441 Front Street  
Trenton, Ontario, K8V 6C1

Maitland Valley  
Box 5  
Wroxeter, Ontario, N0G 2X0

Matagami Region  
133 Cedar Street South  
Timmins, Ontario, P4N 3G9

Prince Edward Region  
Box 310  
Picton, Ontario, K0K 2T0

Raisin Region  
Box 10  
Martintown, Ontario, K0C 1S0

Rideau Valley  
Box 599, Mill Street  
Manotick, Ontario, K0A 2N0

Sauble Valley  
Box 759  
Owen Sound, Ontario, N4K 5W6

Saugeen Valley  
R.R. #1  
Hanover, Ontario, N4N 3B8

Sault Ste. Marie Region  
99 Foster Drive, Civic Centre  
Sault Ste. Marie, Ontario, P6A 5X6

South Lake Simcoe  
Box 282  
Newmarket, Ontario, L3Y 4X1

South Nation River  
Berwick, Ontario, K0C 1G0

St. Clair Region  
205 Mill Pond Crescent  
Strathroy, Ontario, N7G 3P9

Upper Thames River  
Box 6278, Station "D"  
London, Ontario, N5V 2Y8

**Project 1602****Up to 312 Positions**

Operated through the Ministry's district offices, this project offers a variety of manual, technical and clerical positions in the field of resource management. Project activities will vary with each position and may include: forest management, conducting assessment surveys related to fish and wildlife management, the provision of clerical services to the Ministry's branch offices, the collection of geological and mining data, exposure to aviation and fire management operations and the general maintenance of campsites and beach areas.

**Location:** In 47 districts throughout Ontario and within the main office in Toronto.

**Requirements:** Persons at least 16 years of age with the majority of jobs for persons 18 and over. The majority of positions require secondary or post-secondary education.

**Period of Employment:** Up to 14 weeks

**Applications and Information:**

Send applications to the District Office of the Ministry of Natural Resources nearest you, or for positions in main office Toronto:

Youth Programs Office,  
Personnel Services Branch,  
Room 4502, Whitney Block,  
Queen's Park, Toronto, Ontario, M7A 1W3

**MINISTRY OF NORTHERN AFFAIRS****Project 1702****Up to 15 Positions**

Participants will assist tourists on train and boat excursions based at Sault Ste. Marie and Tobermory as well as provide visitor services at Moosonee.

**Location:** Throughout Northeastern Ontario: Moosonee, Moose Factory, Tobermory, South Baymouth, Sault Ste. Marie.

**Requirements:** Mature young people able to deal effectively with members of the public. Applicants should have leadership ability and understanding of tourist expectations. Knowledge of Northern Ontario an asset.

**Period of Employment:** Up to 15 weeks.

**Applications and Information:**

Mr. Al Bloomfield  
Office of the Assistant Deputy Minister  
Ministry of Northern Affairs  
Suite 301, 421 Bay Street  
Sault Ste. Marie, Ontario, P6A 1X3

**Project 1707****Up to 11 Positions**

The Ministry of Northern Affairs is offering a unique opportunity for qualified swimming instructors to work with resident Indian Reserve instructors on remote reserves in Northwestern Ontario. After a training session in small craft safety, instructors will be flown to the reserve where they will conduct small craft water safety courses.

**Location:** Remote Indian Reserves in Northwestern Ontario.

**Requirements:** Red Cross Bronze Medallion Badge, recreational and interpersonal skills. Must be 18 years of age or older.

**Period of Employment:** Up to 12 weeks.

**Applications and Information:**

Mr. Don Little  
Northwestern Regional Office  
Ministry of Northern Affairs  
12 Main Street South  
Kenora, Ontario, P9N 3X9

**Project 1710****Up to 13 Positions**

This project offers students an opportunity to gain practical experience in administrative and personnel management, word processing, accounting and general office procedures.

**Location:** Kenora, Sault Ste. Marie, Sudbury, Thunder Bay and Toronto.

**Requirements:** Familiarity with administrative and office procedures with skills in areas such as accounting, typing or word processing. Knowledge of Northern Ontario an asset. Some positions may require travel.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Sault Ste. Marie & Sudbury  
Mr. Al Bloomfield  
Northeastern Regional Office  
Ministry of Northern Affairs  
Suite 301, 421 Bay Street  
Sault Ste. Marie, Ontario  
P6A 1X3

Toronto-  
Mrs. Carol Dedrick  
Finance & Administration Branch  
Ministry of Northern Affairs  
8th Floor, 10 Wellesley St. E.  
Toronto, Ontario  
M4Y 1G2

Kenora & Thunder Bay -  
Mr. Don Little  
Northwestern Regional Office  
Ministry of Northern Affairs  
12 Main Street South  
Kenora, Ontario  
P9N 1S7

**Project 1711****Up to 7 Positions**

Participants in this research oriented project will gain practical knowledge from senior professionals about the functions of the Ministry of Northern Affairs in the areas of economic analysis and community development.

**Location:** Kenora, Sault Ste. Marie, Sudbury, Thunder Bay and Toronto.

**Requirements:** Post-secondary students majoring in economics or business with research oriented experience preferred. Must have good written and oral communication skills and the ability to work independently. A knowledge of Northern Ontario is an asset. Several positions involve travel and a valid driver's licence.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Sault Ste. Marie & Sudbury  
Mr. Al Bloomfield  
Northeastern Regional Office  
Ministry of Northern Affairs  
Suite 301, 421 Bay Street  
Sault Ste. Marie, Ontario  
P6A 1X3

Toronto-  
Mrs. Carol Dedrick  
Finance & Administration Branch  
Ministry of Northern Affairs  
8th Floor, 10 Wellesley St. E.  
Toronto, Ontario  
M4Y 1G2

Kenora & Thunder Bay -  
Mr. Don Little  
Northwestern Regional Office  
Ministry of Northern Affairs  
12 Main Street South  
Kenora, Ontario  
P9N 1S7

### **Project 1712**

### **4 Positions**

This project offers participants an opportunity to gain practical experience in all aspects of public relations and information services. Working with a public relations officer, students will film activities, prepare press releases, be directly involved in special community events and in Toronto use audio-visual equipment. A graphic design student is required for Kenora to produce brochures.

**Location:** Kenora, Sault Ste. Marie, Thunder Bay and Toronto

**Requirements:** Good oral and written communication skills. The ability to operate still and/or video cameras. Darkroom experience is an asset. Journalism or audio-visual technician students are preferred.

**Period of Employment:** Up to 16 weeks.

### **Applications and Information:**

Sault Ste. Marie & Sudbury  
Mr. Al Bloomfield  
Northeastern Regional Office  
Ministry of Northern Affairs  
Suite 301, 421 Bay Street  
Sault Ste. Marie, Ontario  
P6A 1X3

Toronto-  
Mrs. Carol Dedrick  
Finance & Administration Branch  
Ministry of Northern Affairs  
8th Floor, 10 Wellesley St. E.  
Toronto, Ontario  
M4Y 1G2

Kenora & Thunder Bay -  
Mr. Don Little  
Northwestern Regional Office  
Ministry of Northern Affairs  
12 Main Street South  
Kenora, Ontario  
P9N 1S7

## **OFFICE OF THE DEPUTY PREMIER**

### **ONTARIO WOMEN'S DIRECTORATE**

### **Project 3002**

### **Up to 16 Positions**

Participants are placed by the Ontario Women's Directorate with non-profit community organizations across the province. The projects will focus on child care, family violence and employment to improve the economic and social equality of the women in Ontario. The Women's Directorate will have selected these projects on the basis of their value to the community served, and the degree to which they contribute to on-going Women's Directorate Programs.

**Location:** Throughout Ontario

**Period of Employment:** Up to 13 weeks.



**Requirements:** Ability to work independently, maturity, good organizational skills, good oral and written communication skills. A demonstrated interest in the social and economic status of women is a definite asset.

**Applications and Information:**

Ontario Women's Directorate  
900 Bay Street  
Mowat Block, 4th Floor  
Toronto, Ontario  
M7A 1C2

## MINISTRY OF REVENUE

### Project 2801

**Up to 15 Positions**

Operated through the Province of Ontario Savings Office this project offers a variety of clerical positions. Duties will include sorting, checking, reconciling, posting, cashiering and collecting.

**Location:** Aylmer, Brantford, Guelph, Hamilton, Ottawa, St. Catharines, St. Mary's, Toronto, Walkerton.

**Requirements:** Students with an interest in clerical work and finance.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Ministry of Revenue,  
Personnel Services Branch  
33 King St. W., P.O. Box 627  
Oshawa, Ontario, L1H 8H5

### Project 2802

**Up to 45 Positions**

This project provides an opportunity to learn about the property evaluations currently being conducted throughout Ontario. Participants will perform general clerical tasks including data collection, verification and analysis in the Province's Regional Assessment Offices.

**Location:** Bracebridge, Brockville, Cornwall, Goderich, Kingston, Lindsay, North Bay, Oshawa, Ottawa, Owen Sound, Pembroke, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins, Trenton, and Windsor.

**Requirements:** Students interested in the field of property assessment.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Ministry of Revenue,  
Personnel Services Branch  
33 King St. W., P.O. Box 627  
Oshawa, Ontario, L1H 8H5

## PROVINCIAL SECRETARIAT FOR RESOURCES DEVELOPMENT

### NIAGARA ESCARPMENT COMMISSION

### Project 2302

**5 Positions**

Five positions are available with the Niagara Escarpment Commission:

- A) Four participants will carry out land use surveys and assist in the preparation of planning reports and recommendations for the commission relating to the evaluation of development proposals. Placements are in Georgetown, Clarksburg and Grimsby.

- B) One position is available in the Commission's Development Control section in Georgetown that provides hands-on experience in landscape architecture.
- C) A job is available in the Commission's Cartography section in Georgetown. The participant will do photomechanical mapping, utilize lettraset, pen and ink and will operate a white print machine.

**Requirements:** A - Some post-secondary education in community planning or a related field and a driver's licence. B - Some post-secondary education in landscape architecture or civil engineering and a driver's licence. C - Some post-secondary education in cartography and a driver's licence.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Ms. Susan P. Herrold  
Niagara Escarpment Commission  
232 Guelph Street  
Georgetown, Ontario  
L7G 4B1

## PROVINCIAL SECRETARIAT FOR SOCIAL DEVELOPMENT

### Project 1801

### Up to 10 Positions

Participants will work as information officers for a number of Youth Secretariat programs. They will handle a variety of public relations duties which may include disseminating information about programs, dealing with the media, arranging tours, writing press releases and articles and assisting with the development of an internal newsletter.

**Location:** Mainly Toronto. (1-London, 1-Ottawa, 1-Sudbury, 1-Thunder Bay).

**Requirements:** Strong oral and written communications skills and a good knowledge of 35 mm photography. Some post-secondary education in journalism and/or public relations would be an asset. Must be willing to travel and have a valid driver's licence. Should be able to work independently. The ability to communicate in French is required for positions located in Sudbury and Ottawa.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Summer Experience Project 1801,  
Ontario Youth Secretariat,  
2nd Floor, 700 Bay Street,  
Toronto, Ontario, M5G 1Z6

### Project 1802

### Up to 2 Positions

Two Information Officers are required to assist with a variety of communications activities including: writing press releases, planning special events, handling inquiries and responding to verbal and written requests for information.

**Location:** Toronto.

**Requirements:** Responsible post-secondary students with good oral and written communication skills. Should be able to work independently.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Edna Hampton  
Secretariat for Social Development  
Communications Branch  
Room 1332, Whitney Block  
Queen's Park  
Toronto, Ontario  
M7A 1A2

**Project 1803****2 Positions**

One student will assist with annual Senior Citizen's Month activities by helping with arrangements for a seniors' conference, disseminating information and literature, collating data and preparing reports. A second student will provide support to ongoing policy coordination and research in the Seniors Secretariat. The student will assist in the computerized statistical data, literature review and preparation of a written report.

**Location:** Toronto

**Requirements:** Post-secondary students with an interest in the elderly. For the second job, familiarity with micro computers is an asset.

**Period of Employment:** Up to 13 weeks.

**Applications and Information:**

Mrs. Eموke Jordan  
Manager, Information and Services  
Seniors Secretariat  
700 Bay Street, 3rd Floor  
Toronto, Ontario, M5G 1Z6

**Project 1804****3 Positions**

Students will assist in the development and execution of special International Youth Year events, and will act as information officers in providing the general public with descriptions of International Youth Year activities.

**Location:** Toronto

**Requirements:** Post-secondary students with an interest in public relations.

**Applications and Information:**

D. MacGillivray  
Secretariat for Social Development  
Room #1415, Whitney Block,  
99 Wellesley Street West  
Toronto, Ontario, M7A 1A2

**Project 1805****2 Positions**

This project will provide an opportunity for students with a strong background in track and field to work with the Ontario Track and Field Association and the Ontario Youth Secretariat in organizing and co-ordinating International Youth Year sports events. Responsibilities will include supervising and assisting with the technical aspects of the relay, marshalling and communicating with the participants.

**Location:** Toronto

**Requirements:** Applicants should be 18 years of age or over, preferably having some administrative background, especially typing, with a demonstrated interest in Track and Field.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Cecil Smith, Executive Director  
Ontario Track and Field Association  
1220 Sheppard East  
Willowdale, Ontario, M2K 2X1

**Project 1814****Up to 3 Positions**

Participants will assist the Secretariat in a variety of research projects to increase awareness and understanding of the abilities of disabled persons.

**Location:** Toronto.

**Requirements:** Responsible post-secondary students with strong oral and written communication skills. Disabled persons or **those who have previous experience in working with disabled persons are encouraged to apply.**

**Period of Employment:** Up to 15 weeks.

**Applications and Information:**

Secretariat for Disabled Persons

Attn: I. McTavish

3rd Floor, 700 Bay Street

Toronto, Ontario, M5G 1Z6

**CANADIAN RED CROSS SOCIETY - ONTARIO DIVISION (1817)****Project: Reaching Out****Up to 5 Positions**

Participants will work with mentally, physically, and emotionally handicapped children in the community, providing them with life-skills, learning opportunities and recreational activities.

**Location:** Timmins

**Requirements:** Participants must be interested in, and like working with children with handicaps and emotional disturbances, exhibit patience and tolerance and be an effective communicator.

**Period of Employment:** Up to 12 weeks.

**Applications and Information:**

Ms. Kathy Woram, Executive Director

Timmins-Porcupine Branch

93 Cedar Street

Timmins, Ontario, P4N 2G7

**Project: Youth Teaching Youth****Up to 19 Positions**

Small Craft Safety Team Members will travel to schools, parks, waterfront areas, marinas etc. and demonstrate safe boating practises, use of PFD's and First Aid Techniques.

**Location:** Cornwall, Kingston, London, Sudbury, Thunder Bay, Timmins and Toronto.

**Requirements:** Participants should possess the following qualifications:

- a) instructor/instructor-trainer within related fields (small craft safety or water safety),
- b) good communication skills,
- c) ability to coordinate and plan presentations and activities,
- d) ability to work as a team member.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Ms. S. Rubinstein, Manager, Small Craft Safety

460 Jarvis Street

Toronto, Ontario, M4Y 2H5



## MINISTRY OF THE SOLICITOR GENERAL

### Project 1901

**Up to 45 Positions**

Participants will be exposed to the day-to-day operations of police forces by engaging in actual police work. Depending upon training and experience and on the type of work available, students will be employed in clerical research or other non-confrontive functions. Some positions may require working shifts.

**Location:** With local police forces throughout Ontario.

**Requirements:** Mature young people.

**Period of Employment:** Up to 10 weeks.

**Applications and Information:**

Project 1901,  
Ministry of the Solicitor General,  
Personnel Services Branch,  
90 Harbour Street,  
Toronto, Ontario, M7A 2S1

### Project 1902

**Up to 15 Positions**

Participants will be assigned to assist police constables in the maintenance and operation of O.P.P. 2 person boats and trailers.

**Location:** Southern Ontario.

**Period of Employment:** Up to 15 weeks.

**Requirements:** Applicants must have completed their first year of university or community college, preferably with courses in Criminology or Law Enforcement. Applicants must be proficient swimmers (swimming test will be required).

**Applications and Information:**

Project 1902,  
Ministry of the Solicitor General,  
Personnel Services Branch,  
90 Harbour Street,  
Toronto, Ontario, M7A 2S1

## MINISTRY OF TOURISM AND RECREATION

### Project 1301

**Up to 150 Positions**

This project offers employment as travel counsellors providing information to the travelling public on the attractions, accommodations, etc. in the province.

**Location:** Throughout Ontario.

**Requirements:** Post secondary and secondary students with an interest in public relations and tourism.

**Period of Employment:** Up to 11 weeks.

**Applications and Information:**

Mr. Ian McMillan  
Algoma Kinniwabi Travel Assoc.  
616 Queen Street East  
Suite 203  
Sault Ste. Marie, Ontario, P6A 2A4

Mr. Vernon McKinnon  
Almaguin Nippising Travel Assoc.  
269 Main Street West  
P.O. Box 351  
North Bay, Ontario, PIB 8H5

Mr. Aldo Campagnola  
Central Ontario Travel Assoc.  
785 The Kingsway  
Peterborough, Ontario  
K9J 6W7

Mr. Fergus Ducharme  
Eastern Ontario Travel Assoc.  
Lansdowne Travel Centre  
Lansdowne, Ontario  
K0E 1L0

Mr. Douglas Scott  
Metro Toronto Travel Assoc.  
Toronto Eaton Centre  
220 Yonge St., Box 510  
Suite 110  
Toronto, Ontario  
M5B 2H1

Ms. Barbara McEwen  
North of Superior Travel Assoc.  
79 North Court Street  
Thunder Bay, Ontario  
P7A 4T7

Ms. Janice Field  
Rainbow Country Travel Assoc.  
R.R. #3, Site 14  
P.O. Box 29  
Sudbury, Ontario  
P3E 4N1

Mr. Guy Lamarche  
Cochrane Timiskaming Travel Assoc.  
P.O. Box 1162  
Timmins, Ontario  
P4N 7H9

Mr. Andy Smith  
Georgian Lakelands Travel Assoc.  
Simcoe County Building  
Midhurst, Ontario  
L0L 1X0

Mr. Bob McConkey  
Niagara and Mid-Western Travel Assoc.  
172 Dalhousie Street  
Brantford, Ontario  
N3T 2J7

Mr. Mark Duggan  
Northwest Ontario Travel Assoc.  
102 Main Street  
P.O. Box 647  
Kenora, Ontario  
P9N 3X6

Ms. Sandra Chabot  
Southwestern Ontario Travel Assoc.  
186 King Street  
Suite 200  
London, Ontario  
N6A 1C7

## **Project 1302**

## **Up to 4 Positions**

This project will employ post-secondary students to act as travel ambassadors. They will assist the Eastern Ontario Travel Association in a public relations campaign promoting "Ontario East" throughout Southern Ontario.

**Location:** Throughout Southern Ontario.

**Requirements:** Post-secondary students with an interest in tourism, public relations and research.

**Period of Employment:** Up to 11 weeks.

### **Applications and Information:**

Fergus Ducharme  
Eastern Ontario Travel Association  
Lansdowne Travel Centre  
Lansdowne, Ontario, K0E 1L0

**Project 1305****Up to 4 Positions**

This project will employ students to act as travel ambassadors assisting the Niagara and Mid-Western Ontario Travel Association to promote Festival Country throughout the Golden Horseshoe. Project participants will be involved in a concerted public relations campaign involving special promotions and travel counselling.

**Location:** The Golden Horseshoe (from Fort Erie to Toronto).

**Requirements:** Post-secondary students with an interest in Tourism and public relations.

**Period of Employment:** Up to 11 weeks.

**Applications and Information:**

Bob McConkey

Niagara and Mid-Western Ontario Travel Association

172 Dalhousie Street

Brantford, Ontario, N3T 2J7

**Project 1306****Up to 10 Positions**

Participants will provide assistance to the Sports Governing Bodies and the Ontario Sports Centre in various programs in administrative, developmental, research, promotional, public relations and other functions within the scope of the Amateur Sports Associations and the Ontario Sports Centre.

**Location:** Toronto.

**Requirements:** Post-secondary students preferably with experience or education in sports/recreation administration.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Personnel Manager,

Ontario Sports Centre

1220 Sheppard Avenue

Willowdale, Ontario, M2K 2X1

**Project 1307****Up to 10 Positions**

A variety of positions are available at Huronia Historical Parks involving diversified activities such as driving services, research, library services, photographic services, childrens programming, public relations, and historical interpretation.

**Location:** Midland/Penetanguishene

**Requirements:** An interest in history.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Summer Experience '85

Huron Historical Parks

Ministry of Tourism and Recreation

P.O. Box 160

Midland, Ontario, L4R 4K8

**Project 1308****Up to 20 Positions**

This project provides training in various aspects of operating an historical site including historical interpretation, research, artifact maintenance and conservation, administration, resource development and special environmental conservation.

**Location:** Thunder Bay.

**Requirements:** An interest in local history, enthusiasm, and excellent communication skills.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Mr. Cecil Lewis

Old Fort William

Ministry of Tourism and Recreation

Vickers Heights Post Office

Thunder Bay, Ontario, P0T 2Z0

**Project 1309**

**6 Positions**

This project involves students to deliver youth programs with a focus on outdoor skills and leadership development. All positions assist the staff of school groups who use the facility for outdoor education and Ministry staff who teach youth leaders from camps and secondary schools by providing knowledge and new ideas in specific program areas at the Centre.

**Location:** Ontario Camp Leadership Centre, Irondale, Ontario.

**Requirements:** Post-secondary and secondary students with an interest in the outdoor environment. Skills in one or more specific area of canoeing, kayaking, environment/conservation, crafts, sailing, out-tripping. Holding an 'F' licence, experience in a camp or community recreation program are assets.

**Period of Employment:** Up to 14 weeks.

**Applications and Information:**

Ontario Camp Leadership Centre

Camping and Outdoor Education Services

Recreation Branch

Ministry of Tourism and Recreation

8th Floor, 77 Bloor Street West

Toronto, Ontario, M7A 2R9

**Project 1310**

**Up to 250 Positions**

This project is offered in cooperation with non-profit community-based agencies/organizations and provincial umbrella organizations that are involved in sports, fitness and recreation. The projects are funded jointly by the Provincial Government and by local organizations such as Municipal Parks or Recreation Committees, YM-YWCA's, Boys and Girls Clubs, Service Clubs, Sports Clubs, Volunteer Associations, etc. The projects may be operated in the area of general recreation, sports, fitness, therapeutic recreation, leadership development, park planning and development. Priority will be given to recreation, sports and fitness projects which support International Year of Youth.

**Location:** Throughout Ontario.

**Requirements:** Secondary and post-secondary young people.

**Period of Employment:** Up to 12 weeks.

**Applications and Information:**

Hiring is carried out by the local organizations. Each organization will determine the closing date for applications. Employment positions will be publicized locally. A list of organizations recommended for funding will be available at your local Ministry of Tourism and Recreation Field Services office (check your local directory for address and telephone number).



**NOTE:** Applications for employment should be directed to the local organizations and not to the Ministry of Tourism and Recreation. Organizations that wish to apply for project grant funding should contact their area Ministry of Tourism and Recreation Field Services office. For the deadline date for acceptance of grant application forms, contact the Ministry of Tourism and Recreation.

### **Project 1312**

### **Up to 20 Positions**

Positions will be available with the St. Lawrence Parks Commission to assist with: curatorial, sales and clerical work at Old Fort Henry, Fairfield White House and Upper Canada Village; marina operation at Crysler Park Marina; the operation of an 18-hole golf course at Upper Canada Village; and the improvement of nature trails and sanctuary areas at Crysler Park and Raisin River. These positions require some knowledge of classification, conservation techniques and historical artifacts. Other positions will be available in promotions and merchandise sales at Upper Canada Village and Old Fort Henry.

**Location:** Kingston and Morrisburg areas.

**Requirements:** Secondary and post-secondary young people with specific skills as required.

**Period of Employment:** Up to 14 weeks.

#### **Applications and Information:**

Old Fort Henry  
P.O. Box 213  
Kingston, Ontario, K7L 4V8

The St. Lawrence Parks  
Commission  
P.O. Box 740  
Morrisburg, Ontario, K0C 1X0

### **Project 1313**

### **Up to 5 Positions**

Positions will be available at the St. Clair Parkway Commission to provide opportunities for students in a variety of employment areas such as: photography erosion control, travel counselling, assisting in the areas of golf instruction, community events and to supervise and plan recreational activities.

**Location:** Sarnia and area.

**Requirements:** Secondary and post-secondary students with good communication skills. An interest in travel and history, photography (prefer 35mm experience) and students who have a background in recreation or childhood education and can relate well to children.

**Period of Employment:** Up to 12 weeks.

#### **Applications and Information:**

St. Clair Parkway Commission  
P.O. Box 700  
Corunna, Ontario, N0N 1G0

### **Project 1314**

### **Up to 8 Positions**

The individuals will be involved with the coordinator of logistics required for the staging of 26 sport events involving athletes from around the world for the World Masters Games. It will require on-going liaison between individual sport committees and the central management committee.

**Location:** Toronto

**Requirements:** University/college students with an interest in sports administration.

**Period of Employment:** Up to 12 weeks. May to August '85.

**Applications and Information:**

Dr. Ken O'Bryen  
Box 1985  
Postal Station "P"  
Toronto, Ontario

**Project 1315****Up to 3 Positions**

Participants will assist with the organization and preparation for the 1985 Games for the Disabled including: internal transportation arrangements, external transportation planning, planning meals and accomodation, buying sports equipment, set up and management of Games headquarters, and co-ordination of information flow between committees and provincial sport-governing bodies.

**Location:** Windsor.

**Requirements:** Communications skills and an interest in the Disabled Games and sports in general.

**Period of Employment:** Up to 13 weeks.

**Applications and Information:**

Lloyd Burrige  
Commissioner of Parks and Recreation  
City of Windsor  
P.O. Box 1607  
Windsor, Ontario, N9A 6S1

**Project 1316****Up to 7 Positions**

As part of an International Youth Year project at Old Fort William participants will do special research of "youth in history", language interpretation projects and guided tours of the facilities.

**Location:** Thunder Bay.

**Requirements:** Good oral and written heritage language skills.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Youth Project, Old Fort William  
Vickers Heights Post Office  
Thunder Bay, Ontario, P0T 2Z0

**Project 1317****2 Positions**

Participants will coordinate and assist in the development of four residential youth leadership training sessions. Staff will then do follow-up visits to all playleaders in Northwestern Ontario and gather data on play programs on an ongoing basis.

**Location:** Thunder Bay.

**Requirements:** University or college training in early childhood education, recreation leadership or related course.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Mr. Doug Clarke  
Recreation Coordinator  
Ministry of Tourism and Recreation  
1825 East Arthur Street - 1st Floor  
Thunder Bay, Ontario, P7E 5N7

**Project 1318****Up to 8 Positions**

Ontario Place will be opening a new entertainment centre on its West Island location this summer. The "Water Fall Stage" will present a short twenty minute cabaret style show six times daily. The show will feature six to eight performers in a fast paced musical salute to International Youth Year. Performers will be auditioned and selected from various performing arts programs throughout the Province.

**Location:** Ontario Place - Toronto

**Requirements:** Previous experience in performing arts.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Ontario Place

c/o Experience '85

International Year of Youth Project

955 Lakeshore Blvd. West

Toronto, Ontario, M6K 3B9

**MINISTRY OF TREASURY AND ECONOMICS****Project 2501****4 Positions**

Participants will assist economists and statisticians in policy formulation in areas of federal-provincial agreements, sectoral policy, statistical research and data base development in four subsections of the Ministry.

**Location:** Toronto.

**Requirements:** Post-secondary students with a background in economics, mathematics, computer programming and statistical skills.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Chris Tonna, Special Staffing Co-ordinator

Ministry of Treasury and Economics

Personnel Branch

1075 Bay Street, 4th Floor

Toronto, Ontario, M5S 2B1

**MINISTRY OF TRANSPORTATION AND COMMUNICATIONS****Project 2701****Up to 20 Positions**

A variety of clerical/typing positions as well as some basic research work, analysis and report writing in functions such as accounting, communications, research and environmental assessment.

**Location:** Downsview, Eastern, Northern and Northwestern Regions.

**Requirements:** Secondary and post-secondary students.

**Period of Employment:** Up to 16 weeks.

**Applications and Information:**

Apply to the Regional Office nearest you:

**EASTERN REGION**

Summer Experience '85

Ministry of Transportation  
and Communications

Eastern Region

Postal Bag 4000

355 Counter Street

Kingston, Ontario, K7L 5A3

**NORTHERN REGION**

Summer Experience '85

Ministry of Transportation  
and Communications

Northern Region

P.O. Box 3030

North Bay, Ontario, PIB 8L2

DOWNSVIEW

Marilyn Sprayson  
Summer Experience '85  
Human Resources Planning  
and Services Branch  
Ministry of Transportation  
and Communications  
1201 Wilson Ave, 1st Floor,  
West Tower  
Downsview, Ontario, M3M 1J8

NORTHWESTERN REGION

Summer Experience '85  
Ministry of Transportation  
and Communications  
P.O. Box 1177  
615 James St. South  
Thunder Bay, Ontario  
P7C 4X9



## **ONTARIO YOUTH OPPORTUNITIES**

### **INFORMATION CENTRE**

**(The Youth Hotline)**

**1-800-263-7777**

**(toll-free)**

The Youth Hotline can give you information about all of the provincial youth employment programs.

An Information Counsellor will:

- give you more details about jobs available
- discuss which program would be best for you
- tell you how to apply for each program
- send you brochures and applications forms or tell you where you can pick them up
- give you directions to the nearest Youth Employment Counselling Centre



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ONTARIO  
YOUTH  
OPPORTUNITIES



Secretariat for  
Social Development